



**State of North Carolina
Office of Information Technology Services**

Michael F. Easley, Governor

George Bakolia, State Chief Information Officer

MEMORANDUM

To: Agency CIO's
From: George Bakolia *gib*
Subject: Project Status Assessment Guidelines
Date: October 27, 2005

Please find attached the guidelines that will be used for determining monthly project assessment reviews.

The monthly project assessment is a mechanism for "alerting" project managers of potential problems that should be addressed. However, the guidelines include an escalation process if problems are not addressed with corrective action plans.

In order to allow all of us time to get use to the new guidelines, we will begin using these with the October status reports that are due on November 18, 2005. Also, the escalation process, if needed, will begin with the November status reports that are due on December 16, 2005.

The Project Management Advisory Group has reviewed and commented on these proposed guidelines.

If you have questions, please contact me or Sharon Hayes at 754-6601.

Attachment

cc: Project Manager Advisory Group